

APPLICATION INSTRUCTIONS (continued from page 1)

Legal Name

Enter in Item 2 your true legal name, including full first and middle names. Include on the line with your last name any applicable suffix (JR, III, etc.). Do **not** enter a nickname or initial. Your legal name is the name you were given at birth or have subsequently acquired through marriage, court order or adoption. Typically, it should also be the name that appears on your driver license (with the possible exception of a middle initial on your driver license instead of your full middle name). If your current legal first and last names do not appear on your driver license, you should have your driver license reissued in your current legal name to avoid identification problems when you appear for your real estate license examination.

Criminal Record Report Requirement

*You must obtain a criminal record report from the agency listed below and submit such report with your application. A report prepared by CRC **within the previous six months** is the only report acceptable to the Commission.*

CriminalRecordCheck.com (CRC)

Web site: www.ncreccheck.com

Email: licensing@mycrc.com

Telephone (toll free): 877-272-0266 Ext 2651

Telephone (direct): 919-459-2651

CRC will collect from the applicant all personal information necessary to conduct a search of criminal records in the state and/or county of each different place of residence during the past seven years and the searches will be conducted for each different name used by the applicant. *The company's report will show all felony and misdemeanor convictions (including most serious traffic convictions) on record for an applicant, not just those that occurred in the past seven years.* CRC is authorized to charge a separate fee for (1) collecting and verifying personal data, (2) each state or county record searched and (3) each additional name for which a search is conducted. Thus, the cost of obtaining the criminal record report will vary depending on the number of different places you have resided during the past seven years and the number of different names used by the applicant.

Basic Qualification Requirements and Documentation

It is very important that you read carefully the section in the *Real Estate Licensing in North Carolina* booklet about basic qualification requirements/options and documentation

in order to determine if you are qualified and to avoid problems with inadequate documentation of qualifications.

License Issuance Procedures After Examination Is Passed

Please allow seven days for receipt of your license after you have passed the license examination. If there are "character issues" connected with your application, see the below instruction regarding such applications.

Application Procedures for Applicants with Character Issues

An applicant is considered to have a "character issue" requiring special consideration anytime the applicant either: (1) Has a criminal record report showing a criminal conviction; (2) has answered (or should have answered) "Yes" to any of Items 16, 17 or 18 on the application form; or (3) has any other past experience that may reflect adversely on his/her character.

Any "character issue" for an applicant is only considered **after** the applicant has passed the license examination or otherwise satisfied all license qualifications other than that of demonstrating good character. At that point, an application involving a character issue is evaluated by the Commission's Executive Director and License Application Analyst and, if necessary, the Commission itself at its next monthly meeting, and the applicant is then notified in writing of the Commission's decision.

If you have a "character issue" in connection with your application, you should be aware of this at the time you file your application and should allow the Commission 45 days after passing the license examination to complete its evaluation before inquiring about the status of your application. An inquiry may be made by the Commission to obtain additional information about your character. This may include further search of criminal and civil records and/or a credit report. The Commission also may request additional information from you and may require you to furnish fingerprints for the purpose of retrieving additional criminal history information.

Reinstatement Applicants

You must read the appropriate section on "License Reinstatement" in the licensing information booklet and submit all applicable required enclosures listed on page 1 of the application.